

COMMONWEALTH OF MASSACHUSETTS
FY2004 GAAP REPORTING TRANSMITTAL
DEPARTMENT/ORG:

Exhibit 1

TO: Financial Reporting and Analysis Bureau
Office of the Comptroller
One Ashburton Place - 9th Floor
Boston, MA 02108

Attention: Cathy Hunter

Date
Received
by FRAB: _____

FROM: Name: CHIEF FISCAL OFFICER CHIEF FISCAL OFFICER , Primary GAAP Liaison
Title: C.F.O.
Telephone: 727-XXXX

We enclose the following GAAP information as of June 30, 2005:

	Completed	Not Applicable	Verified by FRAB
Decentralized/multi-facility forms	_____	X	_____
Accounts Receivable:			
Accounts Receivable Report	X	_____	_____
Accounts Receivable Analysis Form (If over \$1.0 Million)	X	_____	_____
Method for Estimating Uncollectible and Deferred Revenue	X	_____	_____
Fixed Asset Disposals	X	_____	_____
Assets Held in Trust (N/A if less than \$500,000)	_____	X	_____
Materials and Supplies (N/A is less than \$500,000)	_____	X	_____
Other: _____	_____	X	_____
_____	_____	X	_____

PREPARED BY: CHIEF FISCAL OFFICER

DATE: 8/05/2005

APPROVED BY: DEPARTMENT HEAD

DATE: 8/05/2005

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RUN DATE: 07/14/05
RUN TIME: 13:17
CTRREPT

C O M M O N W E A L T H O F M A S S A C H U S E T T S
MMARS- MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM

REPORT PAGE: 220
REPORT ID: NGA0000
FY 2005
EXHIBIT 2

ACCOUNTS RECEIVABLE AND REVENUE REPORT BY DEPT
THROUGH PERIOD 12 FY 2005 AS OF 07/08/2005

DEPT: **DRAFT - NEW MMARS REPORT UNDER DEVELOPMENT**

REV CAT	NAME	REV SRCE	NAME	FY2004 PRIOR YR REVENUE	FY2005 CURRENT YR REVENUE	ACCOUNTS RECEIVABLE AMOUNT	PENDING ACCOUNTS RECEIVABLE AMOUNT	UNCOLLECTIBLE	DEFERRED
FUND: 010									
02	ASSESS	4800	S/ASSESS PUI	1,499,220	1,132,335	0			
TOTAL FOR REV CATG: 02				1,499,220	1,132,335	0			
03	FED-G-REIMB	5200	FED OPERATIO	-0	-0	0			
TOTAL FOR REV CATG: 03				-0	-0	0			
04	DEPT	0500	FEES	8,035,544	5,685,363	807			
		0699	DEPOSIT-ACCT	-0	5,443	0			
		0701	MISC. FEES	13,547	12,167	0			
		2750	NSF CHARGE	117	15	165			
		3000	LICENSES	346,273	181,755	0			
		4025	RENTS-LEASES	64,000	64,000	0			
TOTAL FOR REV CATG: 04				8,459,483	5,948,745	972			
07	O-REV	6900	MISC	980	235	0			
TOTAL FOR REV CATG: 07				980	235	0			
TOTAL FOR FUND: 010				9,959,684	7,081,315	972			

UNCOLLECTIBLES ESTIMATION METHOD(S):

***50% OF ALL ACCOUNTS RECEIVABLE WHICH ARE 120 DAYS
PAST DUE ARE CLASSIFIED AS UNCOLLECTIBLE.***

DEFERRED REVENUE ESTIMATION METHOD(S):

DEPARTMENTAL - PER CONTRACT TERMS

When different policies are used for different revenue source codes, each policy, and the funds and revenues source codes to which it applies, must be described.

DEPARTMENT CONTACTS:

PREPARED BY: CHIEF FISCAL OFFICER DATE: 08/05/2005 TELEPHONE: 727-XXXX

APPROVED BY: DEPARTMENT HEAD DATE: 08/05/2005

COMMONWEALTH OF MASSACHUSETTS
FY2005 ACCOUNTS RECEIVABLE ANALYSIS
DEPARTMENT/ORG: XYZ STATE DEPT.

EXHIBIT 3

1. FUND 010 REVENUE SOURCE 0550 CONDITION # 1
EXPLANATION:

RATES INCREASED 40% EFFECTIVE JULY 1, 2004 AND CLIENTS INCREASED BY 25%. THE CLIENT INCREASE RESULTED FROM THE CLOSING OF A NEARBY PRIVATE FACILITY.

2. FUND 010 REVENUE SOURCE 3129 CONDITION # 2
EXPLANATION:

THESE REVENUES ARE STRICTLY CASH BASIS FOR USER FEES. PAYMENT MUST BE RECEIVED BEFORE THE CUSTOMER IS ALLOWED TO USE DEPARTMENT FACILITIES.

3. FUND 010 REVENUE SOURCE 0644 CONDITION # 3
EXPLANATION:

THE ACCOUNTS RECEIVABLE COLLECTION PROCESS IS LENGTHY FOR THIS REVENUE SOURCE CODE. IN ADDITION THE RECEIVABLE INCLUDES \$600,000 ESTIMATED UNCOLLECTIBLES.

4. FUND 010 REVENUE SOURCE 0644 CONDITION # 4
EXPLANATION:

CUSTOMER XXX WITH \$300,000 RECEIVABLE RECENTLY DECLARED BANKRUPTCY. WE CONSIDER THIS RECEIVABLE TO BE UNCOLLECTIBLE. THE REMAINING \$300,000 ESTIMATED UNCOLLECTIBLES REPRESENTS 50% OF THIS DEPARTMENT'S RECEIVABLES WHICH ARE OVER 120 DAYS PAST DUE.

ANALYSIS

CONDITIONS: #1-Change between FY2004 and FY2005 revenue is > 25% and \$10,000,000.
#2-FY2005 revenue is > \$5,000,000 and there is no AR amount.
#3-Receiveable is > \$2,500,000 and > 25% of FY2005 revenue.
#4-Uncollectible is > \$500,000 and > 25% of the AR amount.
#5-Deferred revenue is > \$500,000 and >25% of the AR amount.

All items meeting these conditions are addressed on AR Analysis Work page(s) _____ through _____

DEPARTMENT CONTACTS:

PREPARED BY: CHIEF FISCAL OFFICER DATE: 18/05/2005 TELEPHONE: 727-XXXX

APPROVED BY: DEPARTMENT HEAD DATE: 18/05/2005

COMMONWEALTH OF MASSACHUSETTS
FY2005 ASSETS HELD IN TRUST
DEPARTMENT/ORG: XYZ STATE DEPT.

EXHIBIT 5

DESCRIPTION	JUNE 30, 2004	ADDITIONS	DELETIONS	JUNE 30, 2005
1 <u>CLIENT ACCOUNTS</u>	<u>655,000</u>	<u>50,000</u>	<u>30,000</u>	<u>675,000</u>
2 <u>CANTEEN FUNDS</u>	<u>84,000</u>	<u>21,000</u>	<u>17,000</u>	<u>88,000</u>
3 <u>GIFT SHOP FUNDS</u>	<u>2,000</u>	<u>700</u>	<u>600</u>	<u>2,100</u>
4 <u>CLIENT SAVINGS BONDS</u>	<u>63,000</u>	<u>12,000</u>	<u>2,000</u>	<u>73,000</u>
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____
8 _____	_____	_____	_____	_____
9 _____	_____	_____	_____	_____
10 _____	_____	_____	_____	_____
TOTALS:	<u><u>804,000</u></u>	<u><u>83,700</u></u>	<u><u>49,600</u></u>	<u><u>838,100</u></u>
PRIOR YEAR TOTALS:	<u><u>1,404,000</u></u>	<u><u>600,000</u></u>	<u><u>1,200,000</u></u>	<u><u>804,000</u></u>

EXPLANATIONS FOR SIGNIFICANT DIFFERENCES IN TOTALS:

FY2005 deletions are \$1,150,400 less than last year due to the fact that two facilities closed and 15% of the clients were privatized last year. Clients at the closed facilities and the privatized patients withdrew their savings from the state department.

- CRITERIA:
1. FY2005's balance is \$500,000 greater or less than the FY2004 balance.
 2. FY2005 additions or deletions are more than \$1,000,000 and 25% greater or less than the corresponding amount reported in FY2004.

PREPARED BY CHIEF FISCAL OFFICER DATE: 08/052005 TELEPHONE: 727-XXXX

APPROVED BY DEPARTMENT HEAD DATE: 08/052005